

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title: Division Director II, 9936

Date Posted: June 4, 2010

Pay Grade: 19

Salary Range: \$4,729.74-\$6,265.84 monthly (\$56,756.88-\$75,190.08 annually)

Agency: Justice and Public Safety Cabinet, Department of Corrections

Work Location: Franklin County

Agency Comments-This position is an Unclassified, Non-Merit position in accordance with KRS 12:050.

General Job Duties: Provides overall administrative direction and supervision for branches within the Division of Administrative Services to include the Contract Management Branch and Fiscal Branch. Responsible for completion, implementation and management of the Department of Corrections' biennium budget. Review all budgetary matters for compliance with Kentucky Administrative Regulations and Kentucky Revised Statutes. Monitor and analyze financial data as required to ensure compliance with budget authorization(s). Prepare financial reports as required for Department leadership, state agencies and external organizations as required. Coordinate with the Office of State Budget Director and Legislative Research Commission on resource and budgetary matters involving the Department of Corrections. Make policies and recommendations of policies and procedures with regards to E-Mars. Responsible for the development and on-going monitoring of the Department's budgetary goals and objectives. Provide a financial perspective, provide technical assistance and interpretation of Corrections Policies and Procedures, Kentucky Administrative Regulations, Kentucky Revised Statutes and American Correctional Association Standards. Interpret and enforce Fiscal Management policies and procedures. Compile financial statements and budgetary requests for inmate benefits on behalf of the Department of Corrections. Ensure vendor contracts are in compliance.

Minimum Requirements: Graduate of a college or university with a bachelor's degree. Must possess the knowledge, skills and abilities to accomplish financial management, resource management, or public budgeting at agency level or higher.

Experience: Must have at three years of experience in a business management, public budgeting or Certified Public Accountant. Must have held positions which demonstrate sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

General Description of Benefits-Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply: Contact Stephanie Appel, Assistant Director of Personnel, Department of Corrections at stephanie.appel@ky.gov or 502-564-4795 ext 245 for further instructions on how to apply. Applications must be received by COB June 15, 2010.